



Richard E. Constable, III  
Chairman

Anthony L. Marchetta  
Executive Director

## NOTICE OF VACANCY

**THE EXECUTIVE DIRECTOR OF THE NEW JERSEY HOUSING AND MORTGAGE FINANCE AGENCY INVITES APPLICATIONS FROM QUALIFIED CANDIDATES FOR THE FOLLOWING:**

**ISSUE DATE:** 8/5/13

**JOB TITLE:** Senior HMIS Technical Assistant/Trainer  
**RANGE:** R9  
**DIVISION:** HMIS  
**FL STATUS:** Exempt ☒ Non-Exempt ☐  
**UNION STATUS:** Professional Unit ☒ Administrative Unit ☐ Non-Union ☐  
**EMPLOYMENT STATUS:** Full Time ☒ Part Time ☐ Temporary ☐

### **JOB DESCRIPTION:**

Provide technical assistance and application training, user interfacing and application oversight during day-to-day operations of the New Jersey Statewide Homeless Management Information (HMIS) project; assist the Project Manager with project development and implementation activities with participating Continua of Care jurisdictions and homeless provider agency end users throughout the State; contribute to project development activities for the New Jersey Statewide Homeless Management Information System (HMIS) Collaborative; coordinate with the HMIS Project Manager and the HMIS technology vendor to provide services for the web-based system to homeless provider agency end users; participate in the Statewide Advisory Committee meetings and other project related meetings as needed. Lead the other Technical Assistants/Trainers in developing and maintaining a mechanism of reciprocal and effective communication between the Agency, the vendor and the end user agencies and staff; review and evaluate modified material for proposed training programs and make recommendations as required; ensure lower level TA's receive quality training through the effective monitoring and assessment of the skills of Technical Assistants who have completed training programs; and perform special projects as directed by the HMIS Project Manager and/or the Director.

Extensive travel is required.

### **MINIMUM REQUIREMENTS**

#### **EDUCATION / EXPERIENCE:**

Two (2) year degree from an accredited college or university; five (5) years of work experience, preferably with homeless service systems, planning bodies and HUD programs; or an equivalent combination of education and experience that meets the required knowledge, skills and abilities.

A valid driver's license in the State in which the person resides is required.

#### **SKILLS:**

Knowledge of HMFA program guidelines, statutes and regulations; knowledge of Information Technology principles, practices and techniques, including web-based technology; knowledge of HUD Continuum of Care planning process and HUD Homeless McKinney-Vento program funding regulations and requirements; knowledge of HUD HMIS Technical Standards and regulations.

### **BENEFITS**

HMFA provides a comprehensive benefit program which includes the following: health, dental and prescription drug plans; vision care; deferred compensation plans; Public Employees' Retirement System (PERS); personal, sick and vacation days; tuition reimbursement and paid holidays. Residency in the State of New Jersey is required of all employees with an agency of the State in accordance with the New Jersey First Act, N.J.S.A. 52:14-7 (L. 2011, Chapter 70).

**IF YOU ARE INTERESTED IN THE POSITION, PLEASE SUBMIT, FAX OR MAIL YOUR RESUME ALONG WITH A COVER LETTER TO HUMAN RESOURCES: P.O. BOX 18550, TRENTON, N.J. 08650-2085; FAX (609) 278-8858 E-MAIL: [hrjobs@njhmf.state.nj.us](mailto:hrjobs@njhmf.state.nj.us) THE NJHMFA IS AN EQUAL OPPORTUNITY EMPLOYER IN COMPLIANCE WITH ALL FEDERAL, STATE AND LOCAL REGULATIONS.**